

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



Reply to Attn of: QS40

June 12, 2001

TO: Distribution

FROM: QS40/Rondal C. Mize

SUBJECT: Minutes of the VPP Steering Council Meeting

The VPP Steering Council held its fourth meeting on Tuesday, June 12, 2001. The meeting, which began at 8:30 a.m., was held in Building 4202, conference room 336A. The roster of attendees for the meeting is attached as Enclosure 1. The agenda for the meeting is attached as Enclosure 2.

OPENING REMARKS (A. ROTH/DE01)

Efforts are still underway to identify the representatives from the various organizations. Nine of the fourteen representatives have been identified. In addition, a Training Team Lead is still to be named. These vacancies should be filled soon.

VPP IMPLEMENTATION TEAM STATUS (K. CORNETT/FD24)

The VPP Implementation Team Status report was given to the council. The report included an update on the schedule, the Organization Leads Status, Audit Resources, Risks, Potential Issues, and Action Responses. A copy of the presentation charts are attached as Enclosure 3.

Schedule:

The Initial VPP Audit is scheduled for September 17, 2001 through November 16, 2001. The Final Audit is tentatively set for the month of February 2002. This should not conflict with the ISO 9000 audits which are already scheduled. The Pre-Assessment ISO-9000 audit is set for August 28-30. The ISO-9000 registration audit is tentatively set for the last week of November 2001 with the six month follow-up audit the following May 2002.

Organizational Leads:

Nine of the fourteen organizational leads have been identified. Leads are still to be selected for the Equal Opportunity Office (OS), Systems Management Office (VS), Space Transportation Directorate (TD), Customer & Employee Relations Directorate (CD), and the Second Generation Office (Code TBD).

Audit Resources, Risks:

The VPP Auditor needs have been estimated to be 24-28 auditors. Training requirements for the auditors is yet to be established. The Project Manager will check to see how KSC and JSC established their training requirements.

ACTION:

Establish requirements for training for the VPP auditors.

(VPP-0009, K. Cornett/FD24, P. Robbins/CSC, Due: 07-12-01)

Potential Issues:

It has not been clarified if the MSFC support contractors will have contractual problems with implementing VPP.

ACTIONS:

Determine if support contractor will have a contractual problem implementing VPP with their current contract.

(VPP-0010, Council Members, Due: 07-12-01)

Locate a room or space to set aside to be used to prepare for the VPP Audit team visit.

(VPP-0011, J. Ellis/QS01, Due: 07-12-01)

The status of the availability of SHE OPR's to develop training materials. Most of the documents are in the Center Operations Directorate. Representatives of that organization will clarify this issue.

OPEN ACTION LOG (COUNCIL)

The open actions assigned within the council were reviewed. The four open actions, (VPP-0005, VPP-0006, VPP-0007, and VPP-0008) were closed. The three new actions noted in the minutes were added. A copy of the open actions log is attached as Enclosure 4.

OTHER

No other items for record were discussed.

NEXT VPP COUNCIL MEETING

The next meeting of the VPP Steering Council was tentatively set for Tuesday, July 17, 2001. The meeting is scheduled to be held in building 4202, conference room 326A, from 8:30 – 10:30 a.m. A reminder will be sent prior to the meeting with a copy of the proposed agenda.

Original Signed By:

Rondal C. Mize
Secretary
VPP Implementation Team

Enclosures

Distribution:
Team Members
Meeting Attendees

cc:
DA01/A. G. Stephenson
DD01/James W. Kennedy
QS01/Amanda Goodson

VPP STEERING COUNCIL MEETING

TUESDAY, June 12, 2001

BLDG. 4202/326A, 1:00 P.M.

MEETING ATTENDANCE:

Center Operations Directorate

<input type="checkbox"/> Jim Carter	AD01	544-6630
<input checked="" type="checkbox"/> Cathy Miller	AD10	544-5187

Customer & Employee Relations Directorate

<input checked="" type="checkbox"/> Susan Cloud	CD01	544-5377
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Director's Office

<input checked="" type="checkbox"/> Axel Roth	DE01	544-0451
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Engineering Directorate

<input checked="" type="checkbox"/> Nelson Parker	ED01	544-1001
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Flight Projects Directorate

<input checked="" type="checkbox"/> Keith Cornett	FD24	544-4321
<input type="checkbox"/> Murray Castleman	FD11	544-0168
<input checked="" type="checkbox"/> Jackie Steadman	FD10	544-1940

Office of Chief Counsel

<input checked="" type="checkbox"/> Audrey D. Robinson	LS01	544-0026
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Space Shuttle Projects Office

<input checked="" type="checkbox"/> Jody Singer	MP01	544-0612
<input type="checkbox"/> Darlene Garner	MP71	544-0123

Safety and Mission Assurance Office

<input type="checkbox"/> Dennis Davis	QS10	544-8628
<input checked="" type="checkbox"/> Jim Ellis	QS01	544-0721
<input type="checkbox"/> Judy Milburn	QS30	544-4802
<input checked="" type="checkbox"/> Ron Mize	QS01	544-2485

Office of Chief Financial Officer

<input type="checkbox"/> Frank Mayhall	RS01	544-7266
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Procurement Office

<input type="checkbox"/> Byron Butler	PS01	544-0253
<input checked="" type="checkbox"/> Jerry Williams	PS10	544-0295

Science Directorate

<input type="checkbox"/> Tom Fleming	SD01	544-3962
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Space Transportation Directorate

<input type="checkbox"/> Alberto Duarte	TD01	544-2944
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Systems Management Office

<input type="checkbox"/> Joe Hamaker	VS10	544-0602
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MESA

<input checked="" type="checkbox"/> Wes Darbro	SD22	544-742
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AFGE

<input type="checkbox"/> Alice Sams	PS50	544-0374
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Contractors

<input checked="" type="checkbox"/> Dave Burks	Cortez III	544-1985
<input type="checkbox"/> Donnie George	USA-ES&H	971-3102
<input type="checkbox"/> Rhonda Mann	USA-ES&H	971-3128
<input checked="" type="checkbox"/> Phil Robbins	CSC/MSAT	544-6098

VPP STEERING COUNCIL MEETING
TUESDAY, JUNE 12, 2001
BUILDING 4202, CONFERENCE ROOM 326A, 1:00-3:00 P. M.

MEETING AGENDA

- 1) OPENING REMARKS (A. ROTH/DE01)**
- 2) VPP IMPLEMENTATION TEAM STATUS
(K. CORNETT/FD24/P. ROBBINS/CSC)**
- 3) OPEN ACTION LOG (COUNCIL)**
- 4) NEXT MEETING:**

DATE: TBA
TIME: TBA
BUILDING: TBA; CONFERENCE ROOM: TBA

VPP STEERING COUNCIL OPEN ACTIONS LOG

- | | | |
|----------------------|-----|--|
| VPP-0009
06-12-01 | (O) | Establish requirements for training for the VPP auditors.
(K. Cornett/FD24, P. Robbins/CSC, Due: 07-12-01) |
| VPP-0010
06-12-01 | (O) | Determine if support contractor will have a contractual problem
implementing VPP with their current contract.
(Council Members, Due: 07-12-01) |
| VPP-0011
06-12-01 | (O) | Locate a room or space to set aside to be used to prepare for the
VPP Audit team visit.
(J. Ellis/QS01, Due: 07-12-01) |

VPP Steering Council

Enclosure 3

FD24/K. Cornett

CSC/P. Robbins

6/12/01

Agenda

- Schedule
- Organization Leads Status
- Audit Resources
- Risks
- Potential Issues
- Action Responses
 - VP0006
 - VP0007

Activity Name	2001							2002									
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
PROJECT MILESTONES																	
ID VPP Imp. Team	▽	6/16/01															
Implementation Plan	▽	6/11/01															
Clarify SHE Records	7/5/31/01																
V&V SHE Records		8/6/01	△		▽	9/7/01											
Train Trainers(She)	7/16/01	△		▽	8/16/01												
Train Mgt/Employees (She)		8/20/01	△			▽	10/25/01										
Initial Audit			9/17/01	△			▽	11/16/01									
Perform Corrective Actions				10/15/01	△			▽	1/31/02								
Train Trainers(VPP)				11/1/01	△			▽	12/14/01								
Train Mgt/Employees (VPP)						1/7/02	△		▽	2/8/02							
Final Audit								2/4/02	△		▽	3/1/02					
Media Blitz								2/28/02	△				▽	6/21/02			
Perform Corrective Actions(Final)								3/4/02	△		▽	4/5/02					
Prepare Application				11/1/01	△					▽	3/22/02						
VPP Steering Council Review										▽	3/20/02						
SHE Readiness Review										▽	3/27/02						
Submit VPP Application										▽	3/29/02						
OSHA Onsite Review												6/24/02	▽	6/28/02			
VPP STAR Certification																	▽ 9/30/02
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct

MSFC VPP Organization Leads

Organization	Organization Representative	Phone
QS - Safety & Mission Assurance	Kristy French	
PS – Procurement Office	T Jerry Williams	
LS – Chief Counsel	Audrey Robinson	
RS – Office OF Chief Financial Officer		
OS – Equal Opportunity Office	Elia Ordonez	
VS – Systems Management Office		
TD – Space Transportation Directorate		
SD – Science Directorate	Tom Fleming	
FD – Flight Projects Directorate	Norma Horton	
ED – Engineering Directorate	Sonya Hutchinson	
AD – Center Operations Directorate	Cathy Miller	
CD – Customer & Employee Relations Dir.		
MP – Space Shuttle Projects Office	Darlene Garner	
- 2 nd Gen RLV Office		

Audit Resources

- Comparison
 - JSC
 - Performed 2 audits using used external teams
 - Performed 6 audits(2 weeks per) using internal teams(42 people total)
 - MSFC ISO 9000
 - Currently have 360 auditors
- **Our VPP auditor needs**
 - Estimate 24-28 auditors
 - 4 Months of training/audit development (half-time)
 - 3 Months of audits (Full time)
 - **Need names by 6/22/01**

Risks

- Obtaining Organization Resources
 - Organization Leads
 - Auditors
 - Trainers
- Training Program
- Records
- Discipline Program
- Job Safety Analysis

Potential Issues

- Contractor Connectivity to SHE/VPP Web Sites
- Contractual obligations of contractors to implement VPP
- Identification/preparation of room to accommodate OSHA during onsite review
- Availability of SHE OPR's to develop training materials

Action Responses

- VP0006(K.Cornett)
 - Recommend closure. All Team descriptions have been completed. Organization Lead description also completed.
- VP0007(D.Davis)
 - Recommend closure. Mr. Davis reports that all contractors now supply required data.